

**PRESBYTERY OF PHILADELPHIA
ORDINATION AND INSTALLATION PLANS
(rev. 1/11)**

When this form is completed it should be sent by fax or mail to the Presbytery of Philadelphia, Office of Pastoral Ministry, 915 E. Gowen Avenue, Philadelphia, PA 19150. (Fax # 215.242-1444) Plans require prior approval by the Committee on Ministry. Please be sure to allow time for such approval.

PERSON BEING ORDAINED OR INSTALLED

_____ [Please Print Name as It Should Appear on the Presbytery's Records]

CHURCH (where the service is to be held): _____

POSITION TO WHICH S/HE WILL BE ORDAINED OR INSTALLED: _____

DATE AND TIME OF SERVICE _____

MEMBERS OF THE COMMISSION¹

An administrative commission for ordinations and installations may consist of the Moderator and no fewer than 5 other members, with no more than one elder from any particular church. [See Book of Order G-9.0503b] The commission shall be as evenly divided as possible between Elders and Ministers of Word and Sacrament.

PLEASE DESIGNATE WITH AN ASTERISK (*) RACIAL/ETHNIC PARTICIPANTS²

There should be no more than one commissioner from a particular church.

MODERATOR OR DESIGNEE³ _____ CHURCH _____

PART IN SERVICE⁴

MINISTERS

1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

ELDERS

1. NAME _____	PART _____
ADDRESS _____	CHURCH _____

2. NAME _____	PART _____
ADDRESS _____	CHURCH _____

¹ Both men and women should be included on the Commission.
² Normally the presbytery expects to see at least one racial/ethnic participant, not counting the Moderator.
³ The Moderator counts as a member of the Commission, but not to fulfill racial-ethnic requirements.
⁴ Please be sure to designate the persons giving the sermon and the charge(s).

PRESBYTERY OF PHILADELPHIA

3. NAME _____ PART _____
ADDRESS _____ CHURCH _____

4. NAME _____ PART _____
ADDRESS _____ CHURCH _____

OTHER PERSONS INVITED TO PARTICIPATE IN THE SERVICE:

MINISTERS

NAME _____ PART _____
PRESBYTERY _____ CHURCH OR WORK _____
ADDRESS _____

NAME _____ PART _____
PRESBYTERY _____ CHURCH OR WORK _____
ADDRESS _____

NAME _____ PART _____
PRESBYTERY _____ CHURCH OR WORK _____
ADDRESS _____

ELDERS⁵

NAME _____ PART _____
ADDRESS _____ CHURCH _____
_____ PRESBYTERY _____

NAME _____ PART _____
ADDRESS _____ CHURCH _____
_____ PRESBYTERY _____

NAME _____ PART _____
ADDRESS _____ CHURCH _____
_____ PRESBYTERY _____

⁵ Must be ordained as elders in the PCUSA or a predecessor denomination.